User Manual for Philips Dictation Recorder for BlackBerry®

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PHILIPS

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1 Introduction

1.1 Record and Edit Dictations via BlackBerry®

Philips SpeechExec Dictation Recorder for BlackBerry® turns your BlackBerry® into a full-fledged digital dictation device. Dictations are **recorded** and **played** by using the key-control. Furthermore, the system contains digital comfort features - such as the **inserting** of dictation passages into an existing dictation.

Record your dictations on the plane as well. The dictation device function is also available without any radio contact. As soon as the network is available again, the dictation will be transmitted to your company.

Naturally you can use the normal features of Philips SpeechExec Enterprise on your BlackBerry® and enter information regarding **file number** or **client name**.

As soon as the dictation has been transcribed by your secretary, the text can be made accessible via e-mail as well.

1.2 Receiving Confirmation Mail via BlackBerry®

To assure your dictation has been sent, you will receive an optional e-mail confirming the successful transfer of your dictation.

1.3 Applications

SpeechExec for BlackBerry® is essential if dictations have to be recorded and sent rapidly or in case a digital dictation device is not available. It is an extraordinary supplement to Philips´ digital dictation devices with the ergonomically formed slide switch.

1.4 Special Features

Key Assignment – Define the keys to control recording and playback. The system can thus be easily adjusted to left-handers.

Compression – Fast data transfer due to small AMR files. Because this format is supported by the BlackBerry® hardware, the processing unit is less stressed.

1.5 Data Transfer

Philips Recorder for BlackBerry® communicates to your web server via Direct TCP and uses a highly secure bidirectional interface. This enables the verification of a successful dictation transfer. Losing dictations due to connection problems is therefore impossible.

2 Initial Installation (Single User Installation)

With the Philips SpeechExec Dictation Recorder for BlackBerry® Smartphones you can comfortable record and manage speech notes as well as send dictations wireless from everywhere to your secretary. The Philips Recorder allows the use of the same comfortable specific features that the most current dictation devices offer.

The installation and operation of the software is very simple and self-explanatory:

- Install the software wirelessly through the download-installation-link or via USB through the BlackBerry® Desktop Manager.
- Start the Philips Recorder (to be found in the folder **Downloaded**)
- Use the Setup Assistant
- Record a dictation, press the menu button, and the EOL (End Of Letter) button to finish the dictation.
- Once you get prompted to send the dictation, select **Yes**.
- Done!

Should you have troubles with the installation, please perform the following detailed installation steps. If you are still unable to send dictations you can contact support@speechshop.net at any time. For inquiries, please always specify your BlackBerry® model, firmware version, as well as the provider.

Subsequent you will find the above mentioned steps explained in more detail and with screenshots.

2.1 System Requirements

The Philips SpeechExec Dictation Recorder for BlackBerry® Smartphones works almost on every current BlackBerry®. If necessary, it is recommended to just update the firmware of older models or to upgrade the memory with a MicroSD card (available at the local dealer for a few Dollars.)

2.1.1 Supported Models

Below you find a list of supported models. The Philips Recorder for BlackBerry® Smartphones comes in two versions:

- Classic (For models with the BlackBerry® Firmware smaller than 4.7)
- Storm (For models with the BlackBerry® Firmware larger or equal to 4.7)

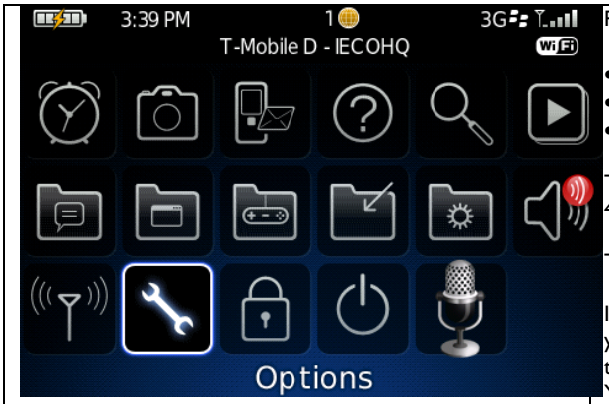
Model	Model Number	Additional Memory Card	Philips Recorder Version
Bold	90xx	Optional	Classic
Curve II	89xx	Optional	Classic
Storm	95xx	Optional	Storm
Curve I	83xx	Recommended	Classic
Pearl	81xx	Recommended	Classic
8800	8800	Recommended	Classic

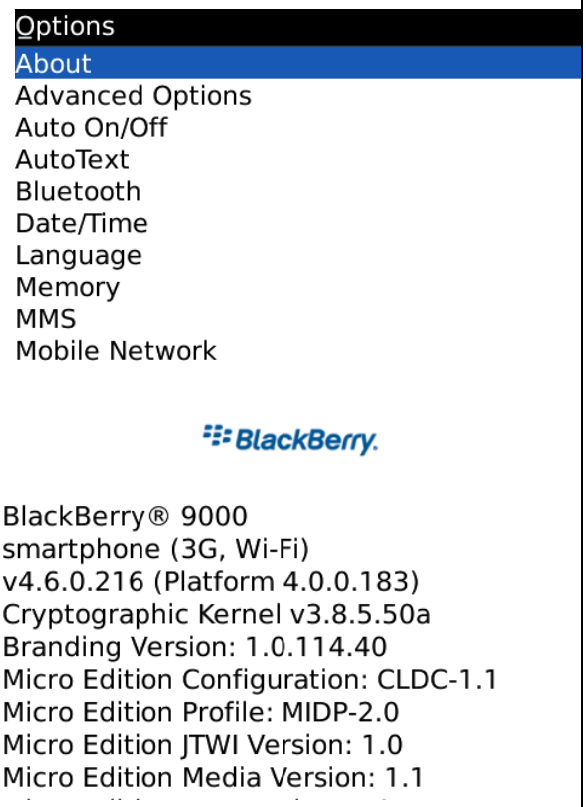
Please install the appropriate version on your device.

Please Note: There is only little internal memory available with the older devices. Therefore, it is strongly recommended to use an additional memory card with the above listed devices!

2.1.2 Firmware Version

As with almost all products nowadays, the firmware of your device should always be up-to-date. With the current firmware version, your BlackBerry® dealer provides you with additional features and corrects known errors. Therefore, if you have troubles with the operation of the Philips Recorder you should always first download the latest BlackBerry® Desktop Software and update your device this way:





Please check the firmware version of your device:

- Press the BlackBerry® menu button
- Select **Options** (wrench)
- Select **About**

There you find the following entry: V4.6.0.216 (Platform 4.0.0.183)

The number of the version should be at least 4.3.x.x

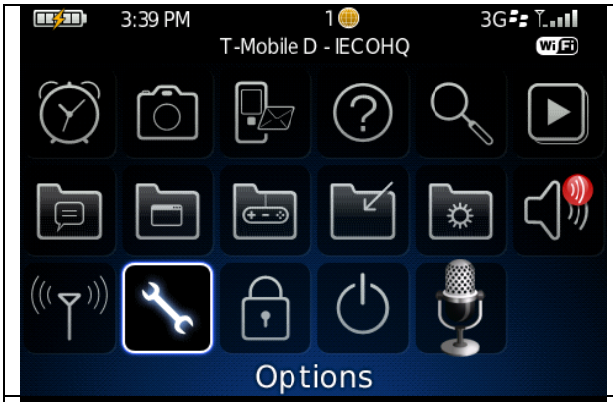
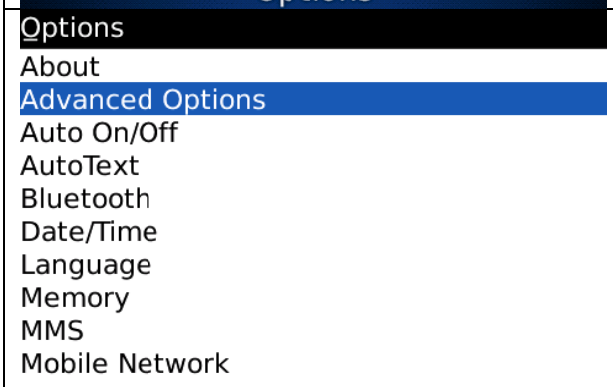
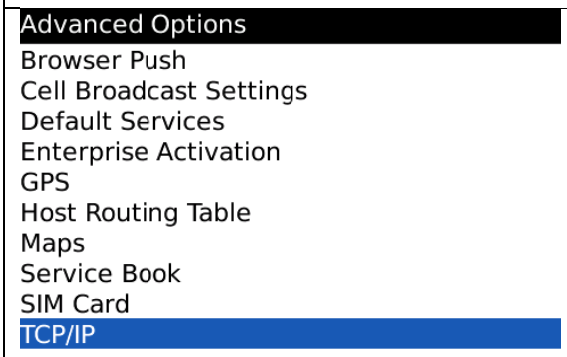
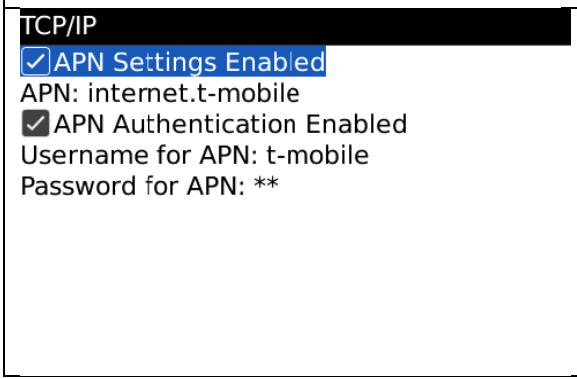
In general it is recommended that you update the firmware of your BlackBerry® with the BlackBerry® Desktop Software for the use of multimedia applications.
You find the most current version always at:

http://de.blackberry.com/services/desktop

On the printing day of this manual the latest BlackBerry® Desktop Software Version was 5.0.

2.1.3 APN-Settings

By default, your APN should be configured correctly already so that you have access to the Internet. However, if so far you only used your BlackBerry® as a phone or changed your provider you might have to configure the APN manually before you will be able to send dictations with the Philips Recorder:

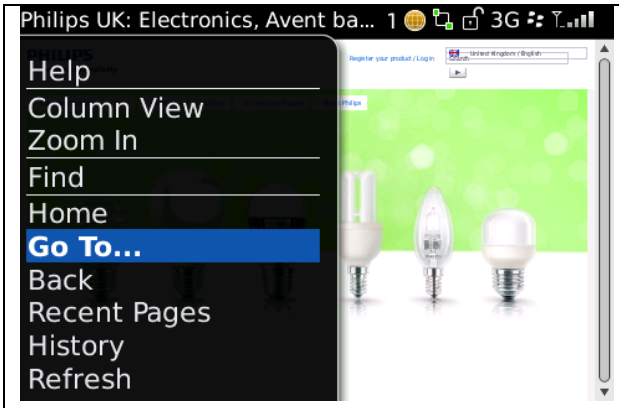
	Press the menu button and select **Options**.
	**Advanced Options**
	**TCP/IP**
	Please enter the information that the provider gave you. For devices that are connected to a BlackBerry® Enterprise Server the APN is always **blackberry.net** without authentication. A wrong APN setup is almost always marked with the occurrence of a "Tunnel Error" while trying to send a dictation.

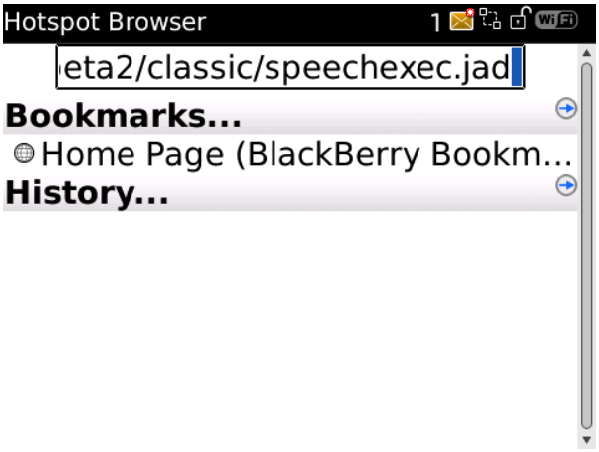
2.2 Software Installation

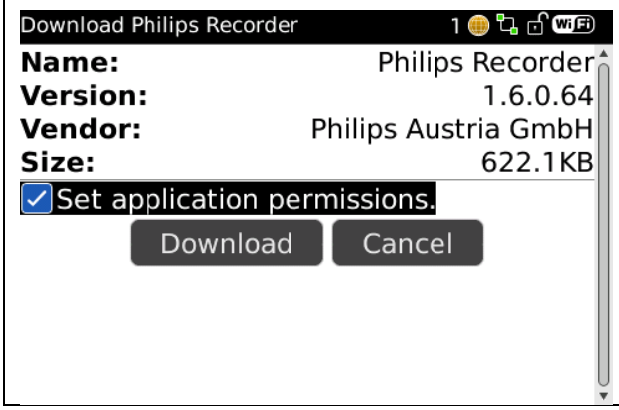
You have the option to install the Philips SpeechExec Dication Recorder for BlackBerry® in two ways.

2.2.1 Installation via Download-Link

The installation via Download-Links works always great if you have the current BlackBerry® firmware. This way you are able to download the software wireless with the help of the BlackBerry® Internet Browser:

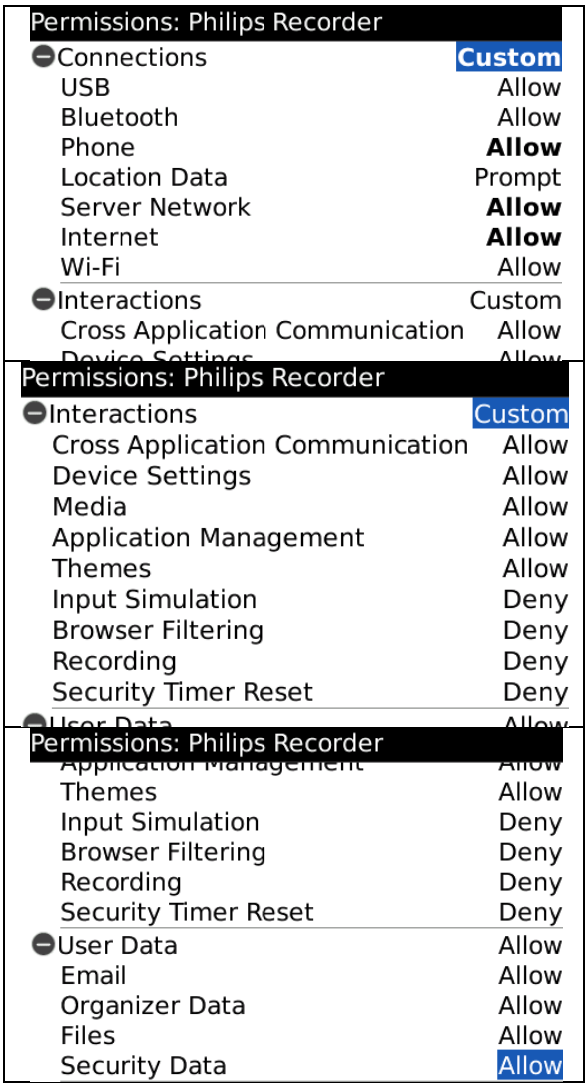






Installation Procedure:

- Start the Browser of your BlackBerry®
- Press the menu button
- Select **Go To…**
- Enter the link of the appropriate speechexec.jad installation file (classic or storm, can be found on the next page)
- Check **Set application permissions**
- Edit the application permissions as shown on the following screenshots.
- Finish the installation.
- Done!



The links for the installation of the most current Philips SpeechExec Dictation Recorder for BlackBerry® Software are:

http://www.speechshop.net/webinst/classic/speechexec.jad (BB OS < 4.7)

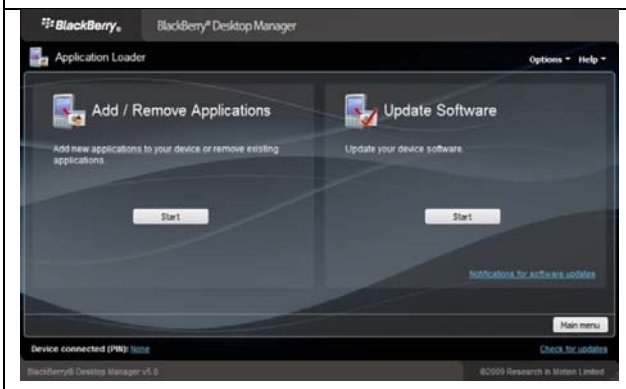
http://www.speechshop.net/webinst/storm/speechexec.jad (BB OS >= 4.7)

Please note that you need to use the second installation link for BlackBerry® Storm and all models with firmware larger or equal to 4.7 otherwise the sensitive touch screen is not supported.

2.2.2 Installation via BlackBerry® Desktop Manager

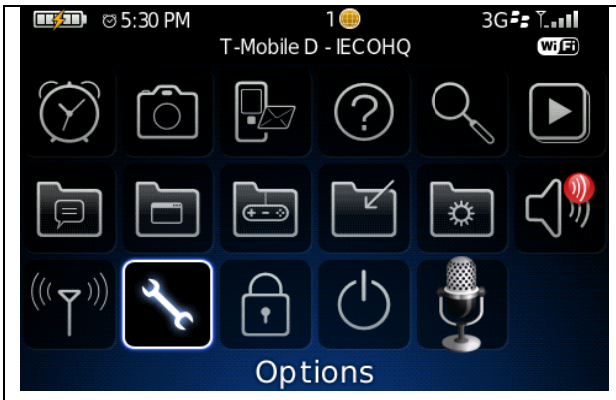
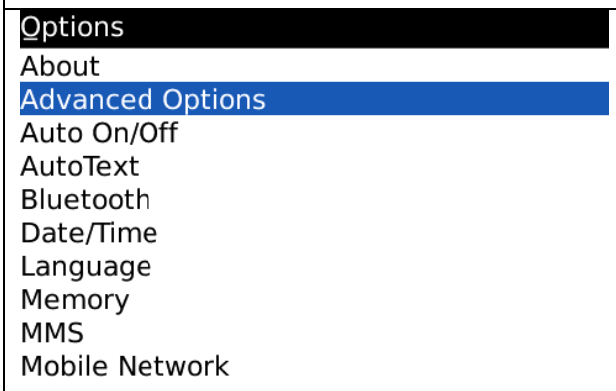
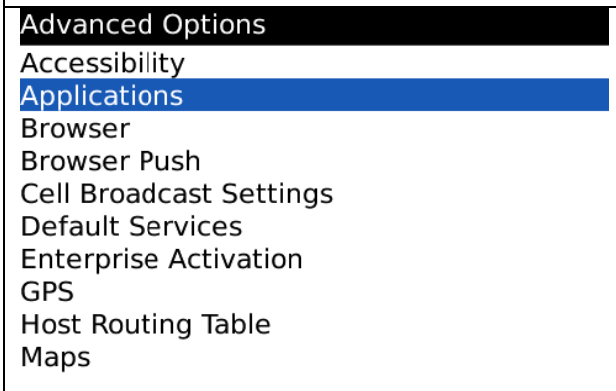
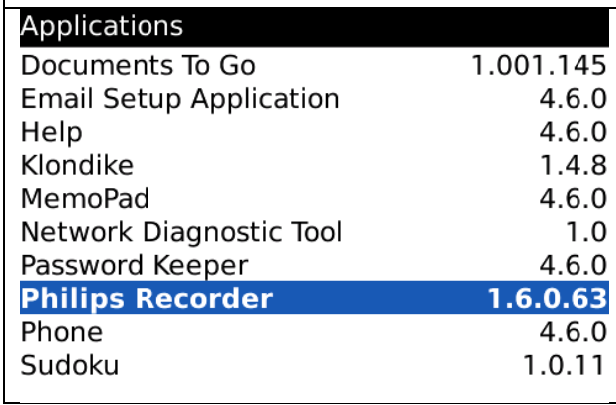
Alternatively you can also download the software to your PC and install it with the BlackBerry® Desktop Manager. You can always download the latest version of the Philips SpeechExec Dictation Recorder for BlackBerry® under the following link:

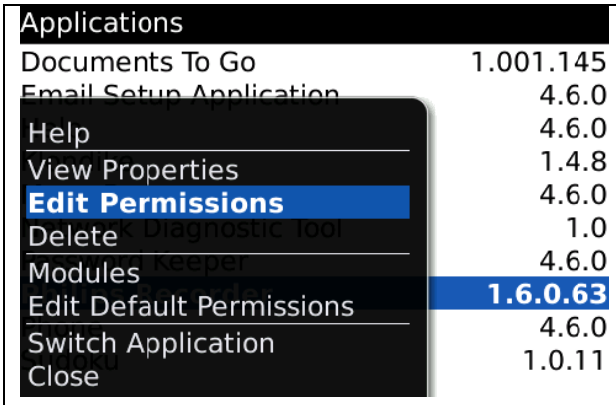
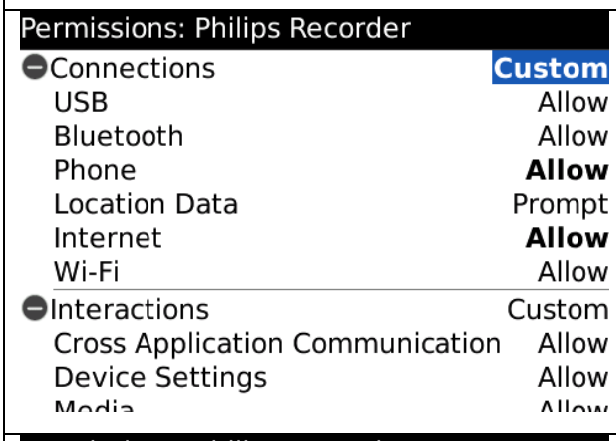
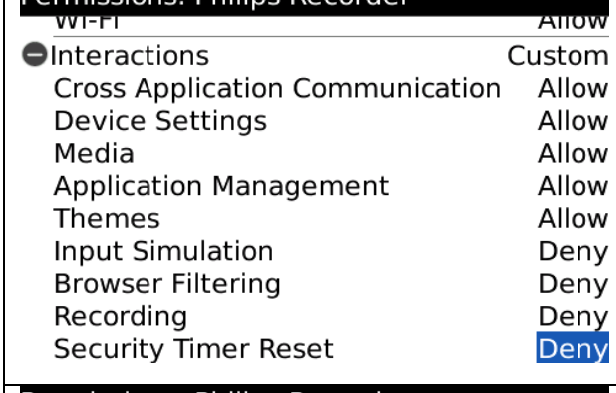
http://www.speechshop.net/webinst/speechexec.zip

	Unpack the bundle, connect the BlackBerry® to your PC, start the BlackBerry® Desktop Software, and select **Application Loader**.
	First select **Add/Remove Application - Start**. Proceed by selecting **Browse** and then the file **speechexec.alx** from the just unpacked bundle. Select **Next** to complete the installation. If applicable, restart the BlackBerry®. **Note:** Install the **Storm** version for the BlackBerry® Storm and all models with a firmware bigger or equal to 4.7 and do not use the **Classic** version!

2.2.3 Edit Application Permissions

It might be that after the installation you need to edit the **Application Permissions** using the Desktop Manager in order to record dictations with the Philips Recorder:

	Press the menu button, select **Options**.
	**Advanced Options**
	**Applications**
	Now select **Philips Recorder** with the trackball. Do not push the trackball because the application should only be highlighted.

<table>
<tr>
<td> 
</td>
<td>Press the menu button again and select Edit Permissions.</td>
</tr>
<tr>
<td> 
</td>
<td>Edit the Application Permissions as shown on the following screenshots.</td>
</tr>
<tr>
<td> 
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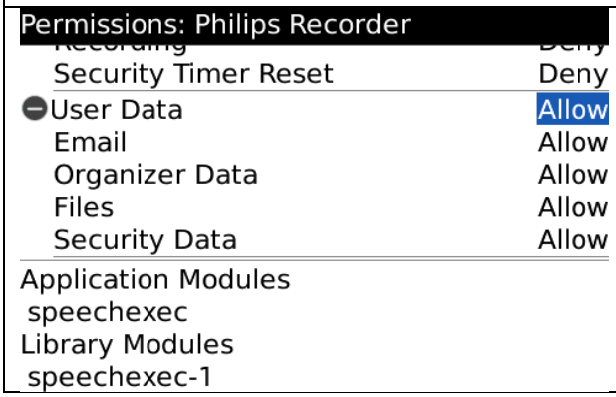
<td> 
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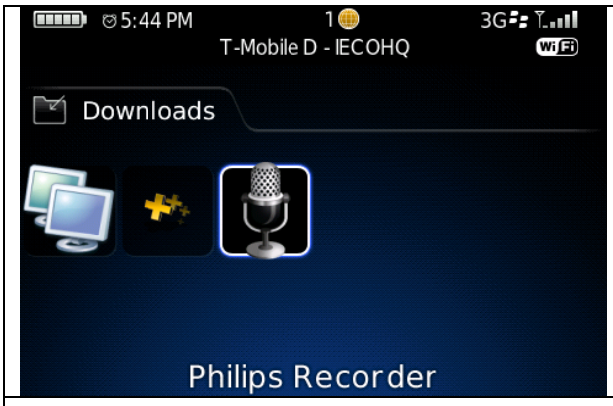
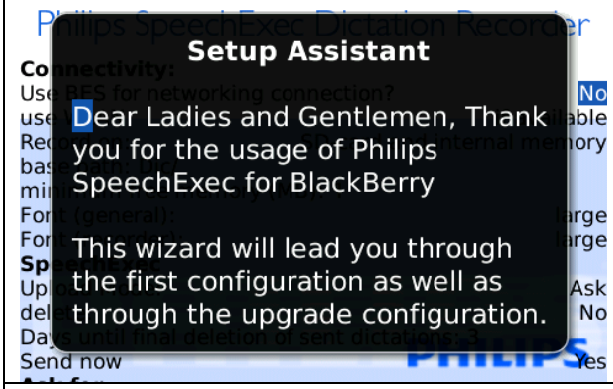
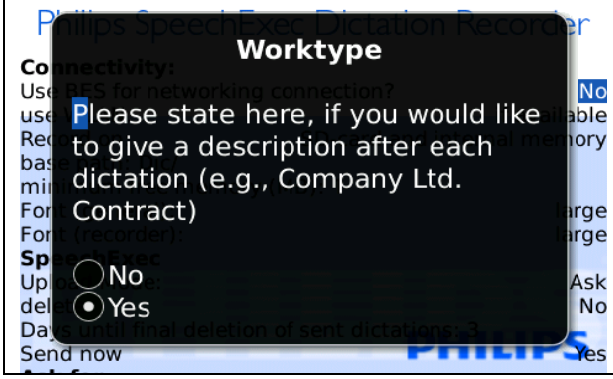
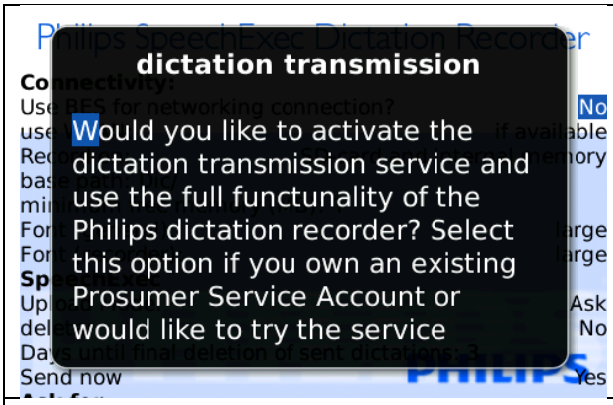
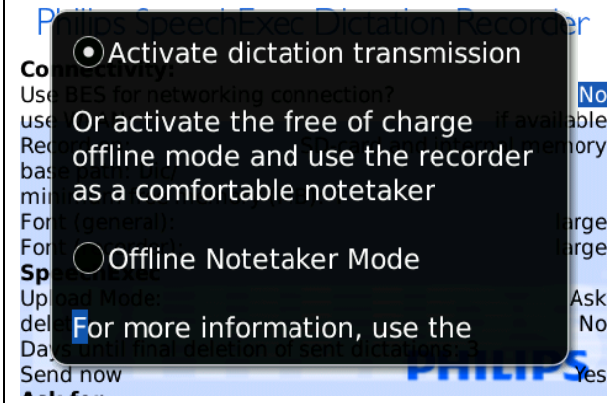
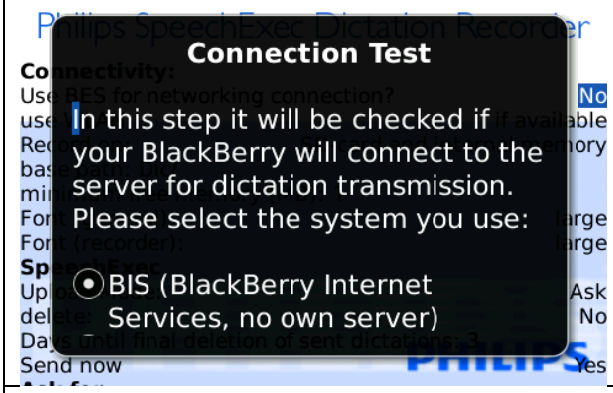
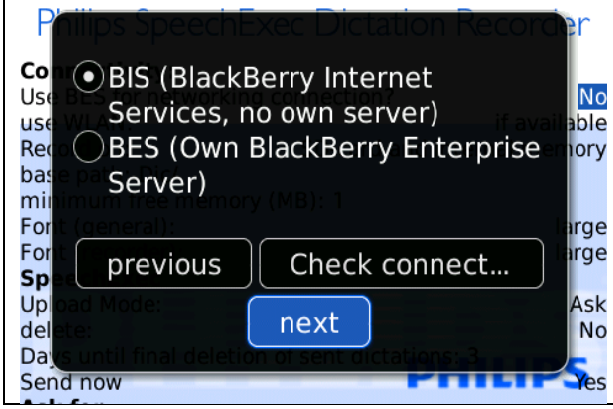
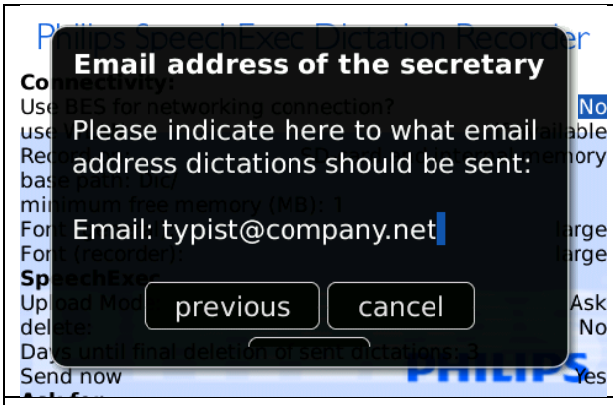
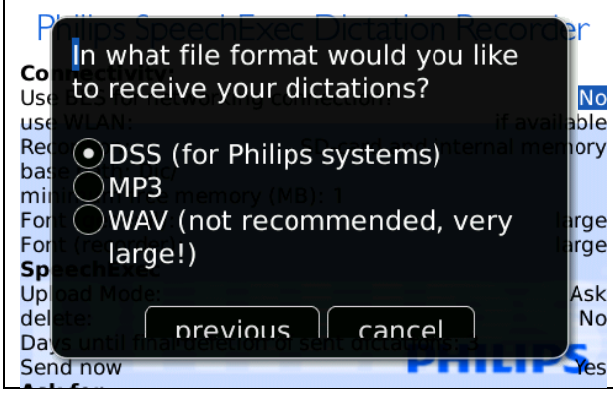
2.3 Initial Start – The Setup Assistant

The Setup Assistant helps you to configure the Philips SpeechExec Dictation Recorder for BlackBerry® in just a few steps:

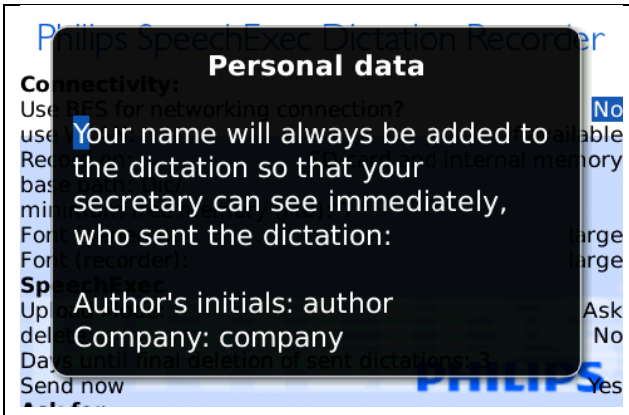
	Start the Philips Recorder with the microphone symbol (after installation to be found in the folder **Downloads**).
	At the first start or an update installation the Setup Assistant opens automatically and asks you a few questions about the configuration. Read the text carefully and navigate through the assistant with the buttons **Next**, **Previous**, and **Cancel**.
	Confirm the Philips license agreement (EULA). If you have read the license contract already you could jump to the end of the document by pressing the trackball.
	Please state here, if you would like to be prompted after each dictation to add a worktype. **A worktype could be, for example, a file number, a client name, or any kind of hint for the dictation.** This worktype will then be shown in the transcription software (Philips SpeechExec Transcribe) of your typist.

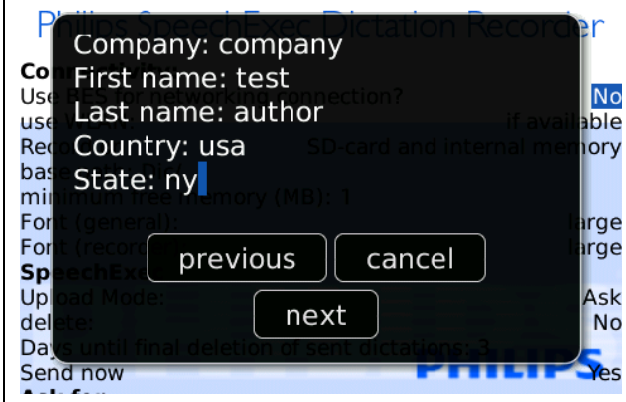
	On this page please choose the operating mode for the Philips Recorder for BlackBerry®.
	In the so called **Offline Notetaker Mode**, you can record and save dictations with your device as well as transfer them via MicroSD Memory Card or USB to your PC. However, you are not able to transmit dictations. In the Dictation Transmission Mode you use the Philips Service for transmitting dictations, i.e., your dictations will be transferred to a server via HTTPS, there it will be converted to the file format (e.g., MP3) that is compatible with your transcription software, and then will be deployed to you via e-mail. If a dictation is too large for an e-mail deployment it will be sent in various parts. You can try this service complimentary and without any obligations for thirty days.
	In case you selected the **Dictation Transmission**, you need to run a **Connection Test** to check if your BlackBerry® is already configured correctly for the dictation transmission.
	Please select **BIS** if you do not have your own BlackBerry® Enterprise/Professional Server and run a connection test. If the connection test failed you need to edit a few more settings on your BlackBerry®. You can find appropriate hints in the Appendix "Troubleshooting".

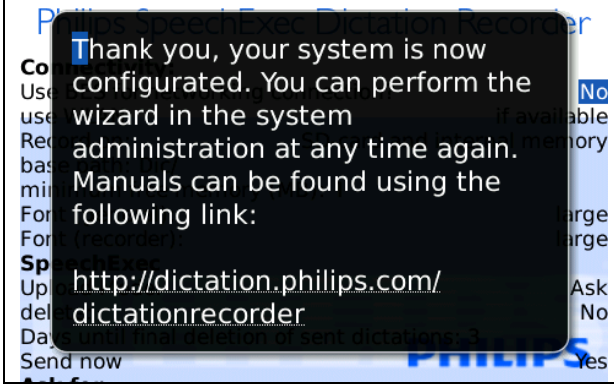
Please note that the Setup Assistant will appear every time when the software is started as long as not all fields are filled out.

	Here you indicate to what email address your dictations should be sent, for example, your secretary. If you use transcription software such as Philips SpeechExec Transcribe, dictations can be imported automatically from Outlook or Lotus Notes into the dictation software.
	Author messages will be sent to the author´s email address as soon as a dictation was successfully transmitted to the secretary. Please add the author´s email address here.
	Please indicate now in what file format you would like to receive the dictations: • **DSS** – Professional dictation format for Philips SpeechExec Transcription Systems. The least file size • **MP3** – Most universal format that can be played by most transcription systems • **WAV** – Should only be used if the transcription software does not support DSS or MP3. The files become very large.

At the end you configure your personal settings. These settings are important so that your secretary can distinguish your dictations from other authors right away.

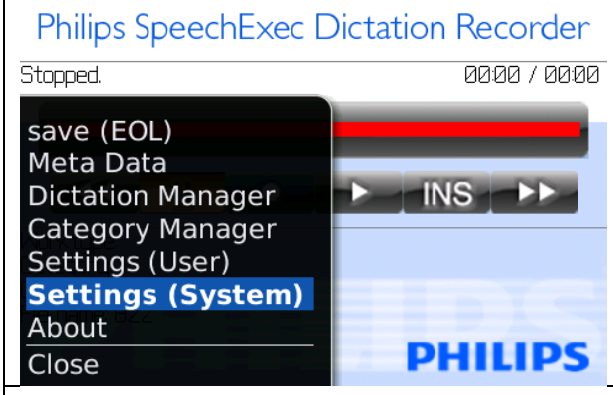
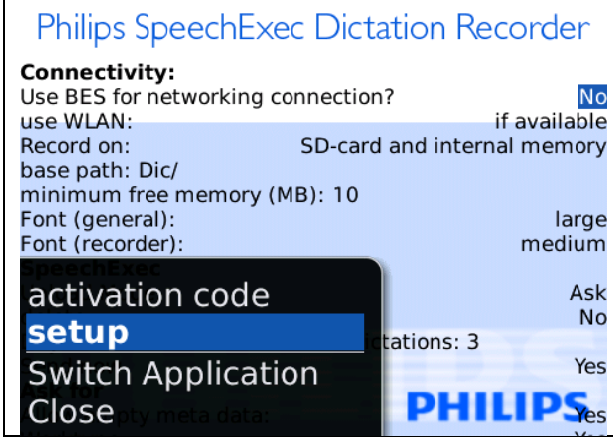
<table>
<tr>
<td> 


</td>
<td>Upcoming Questions are:

• Author´s Initials – Usually your Windows Login Name
• Company Name
• First Name
• Last Name
• Country
• State</td>
</tr>
<tr>
<td> 
</td>
<td>Done! Your system is now configurated and can be used immediately.</td>
</tr>
</table>

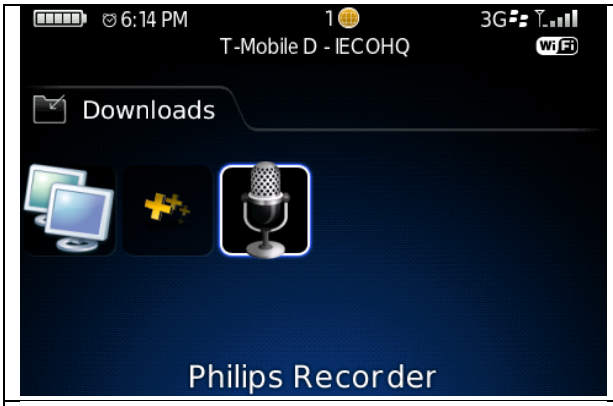
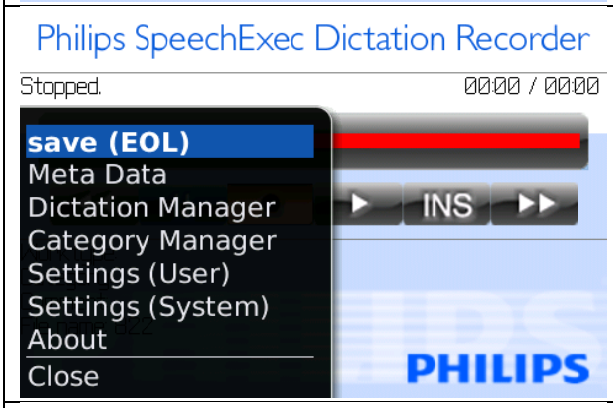
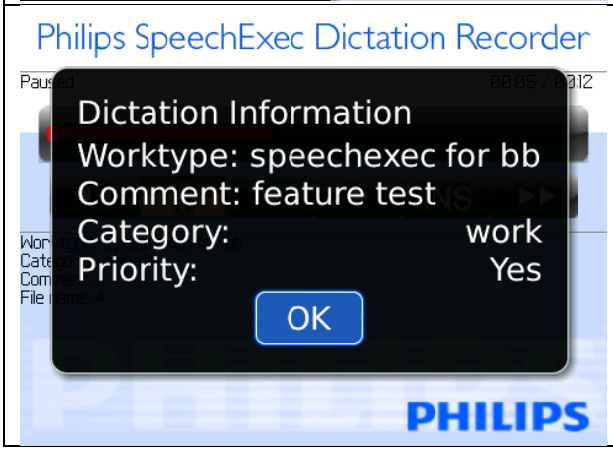
2.4 Open Setup Assistant

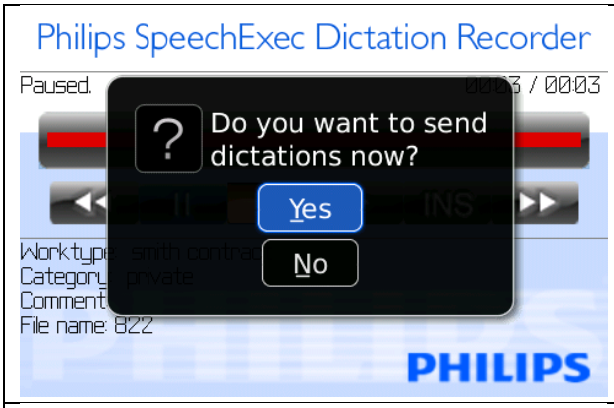
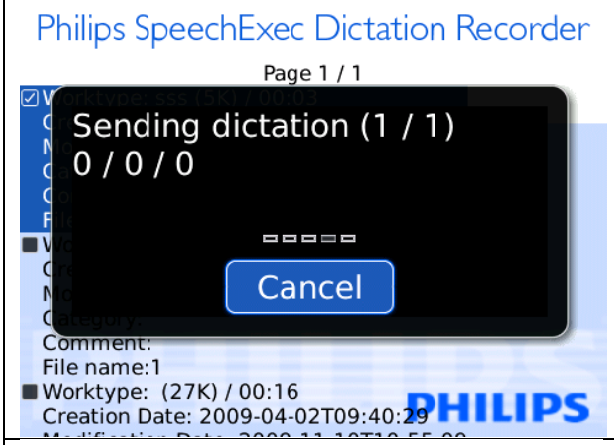
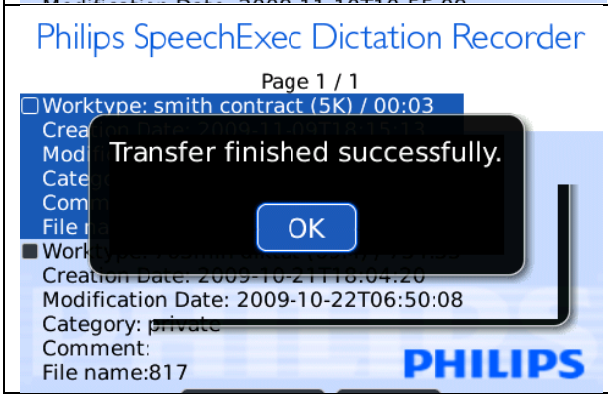
You can open the assistant anytime again to make changes by pressing the BlackBerry® menu button on the Philips Recorder interface and there select **Settings (System)**.

	In the Philips Recorder control panel you can now press the menu button of the assistant (setup) again to make the desired changes.
	
	

2.5 My Initial Dictation

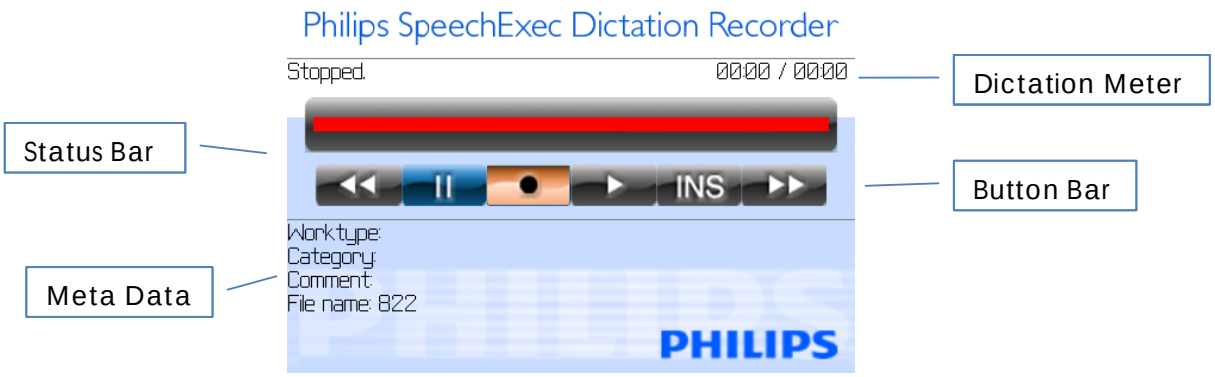
If everything was configured properly, you can try to record your first dictation:

	Start the Philips Recorder. After the initial installation the Start-Icon can usually be found in the folder **Downloads**.
	Highlight the record button (dot) with the trackball. By pressing the record button you start and stop your dictation. Alternatively, you can also use the space bar.
	Once you are done with the dictation, press either the enter button or the menu button and then EOL. EOL stands for End Of Letter and finishes the dictation.
	Now you might be asked for a **Worktype**. Enter a meaningful name.

	Select **Yes** if you like to send the dictation right away or **No** if you like to send it at a later time.
	The dictation will now be sent.
	Done! Your secretary will receive the dictation shortly. If an error should occur, copy the message to ease the search for solutions. Please always provide that error message when you contact support as well.

3 Philips Recorder Elements

After you have finished the configuration of Philips Recorder, return to the user interface.



3.1 Status Bar

Here you receive information on your current dictation mode: Paused/Stopped, Recording, Playing, Fast Forward/Rewind, Insert as well as information on your position in the dictation and the dictation length.
The status bar appears **red** when you are in recording mode and **white** if you are working in pause or playback mode. Furthermore, it shows your current dictation position during playback mode.

3.2 Button Bar

The button bar contains the Philips Recorder keys.
The buttons appear **blue** when **active** or **orange** when **selected**. Otherwise they appear grey.
To press the keys, there are generally two options: either you use the **trackball** or the **key control**.
Please read on for further information.

3.3 Meta Data

Below the button bar you will find information on the Meta data of your dictation.
You can add additional information regarding the **working type**, **category**, and **comment**, which will classify your dictations in more detail and will simplify their integration into your SpeechExec workflow.

3.4 Philips Recorder Menu

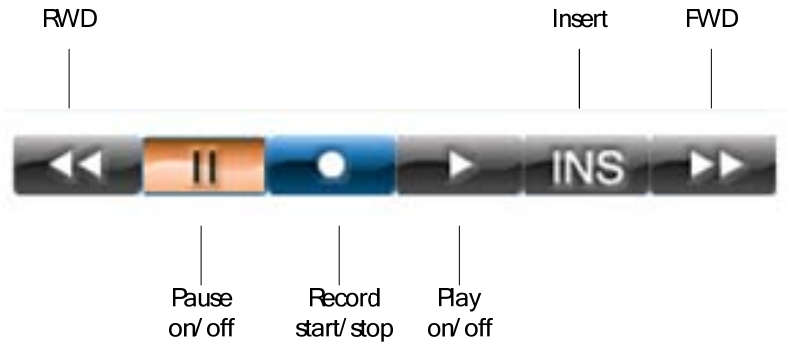
To enter the Philips Recorder menu, press the **BlackBerry® icon**.
Navigate through the menu via trackball:

EOL	To start a new dictation, as well as to save a completed one, you have to use EOL (End of Letter). If you choose this option, Philips Recorder will ask for further dictation information, which you may add optionally. This dictation information simplifies the classification of your dictations, for you as well as for your typist. If you have recorded an important dictation, you may prioritize it, so that it can be processed first. Leave the EOL directory by confirming the settings with OK.
Meta Data	You may also enter dictation information later, by choosing Meta data. This directory contains the same options as the EOL menu.
Dictation Manager	In the Dictation Manager you will find all dictations including their file size, creation date, and dictation information. Select one or more dictations via trackball and decide how to process them by pressing the BlackBerry® symbol. It is also possible to send, delete, and edit dictations.
Category Manager	The Category Manager offers the option of adding different categories to your dictations, such as private or work or to change already classified categories.
Settings (User)	Philips Recorder can be configured according to your demands. You can decide whether you would like to overwrite a passage or delete the rest of a dictation. Furthermore, the key assignment can be changed according to your individual needs.
Settings (System)	Here you will find the system configuration. You may decide which categories are asked for after a dictation.

Please note: A list of dictations, like the dictation manager, might contain several pages. You can switch pages by scrolling to the end of the page and pressing Previous or Next.

Please be aware that commands are only applied to the current page only. If you select **Delete all/ Send all**, only the shown dictations will be deleted or sent!

3.5 Key Assignment



As mentioned before, you have the option to control these buttons either by using the trackball or via key control.

The standard key assignment is as follows and can be changed according to your needs in the user settings menu.

Button	Function
SPACE	Pause on/off
O	Switch between Play and Record
G	Jump 3 seconds forward
F	Jump 3 seconds backwards
T	Jump 10 seconds forward
R	Jump 10 seconds backwards
V	Fast Forward
C	Fast Rewind
M	Jump to end of dictation
Y	Jump to beginning of dictation
Q	Meta Data
ENTER	EOL
L	Category
P	Dictation Manager
I	Insert mode

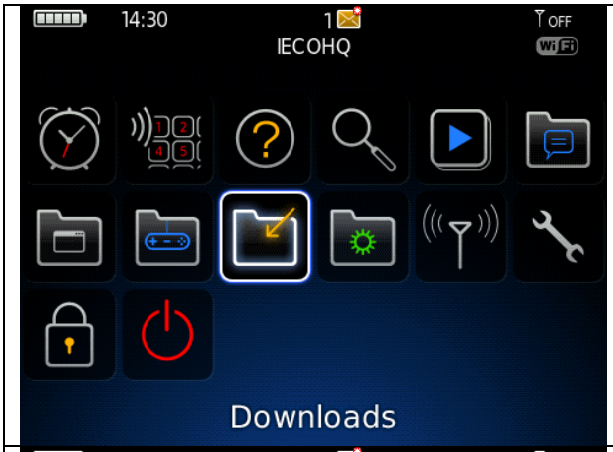
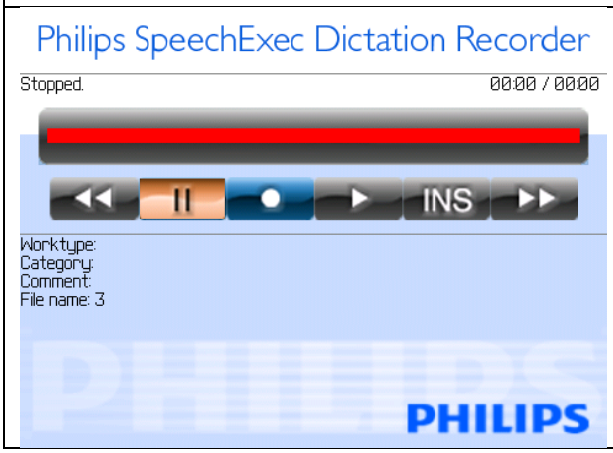
Please note: If you use a device without a full-fledged keyboard, you will have to rearrange the key assignment.
For the 81xx devices (Pearl) we suggest the following key assignment:

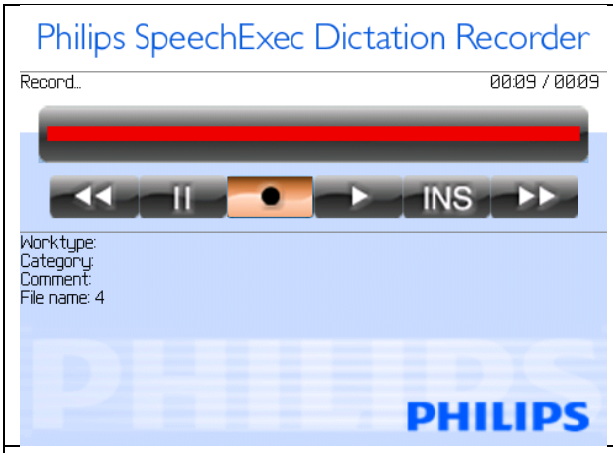
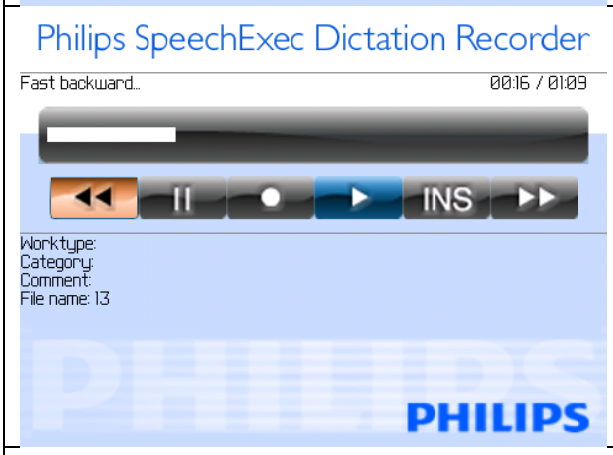
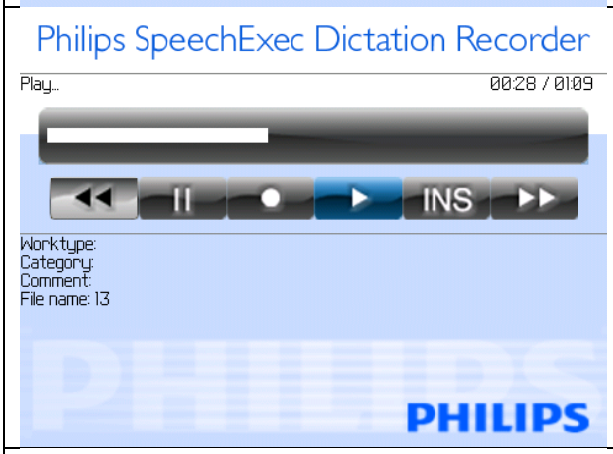
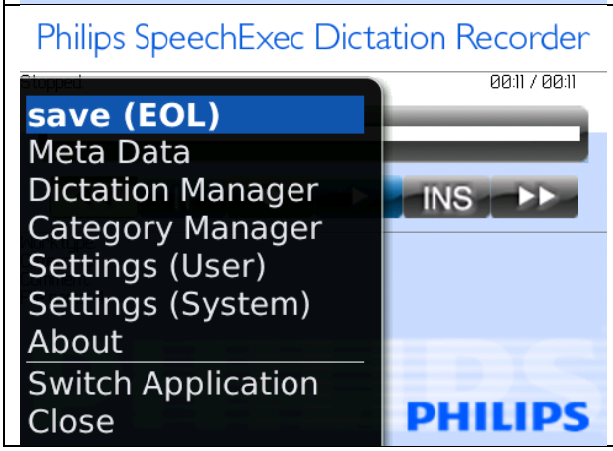
Button	**Function**
SPACE	Pause on/off
E	Switch between Play and Record
G	Jump 3 seconds forward
D	Jump 3 seconds backwards
T	Jump 10 seconds forward
U	Jump 10 seconds backwards
B	Fast Forward
C	Fast Rewind
M	Jump to end of dictation
Y	Jump to beginning of dictation
Q	Meta Data
ENTER	EOL
L	Category
O	Priority on/off
A	Insert mode

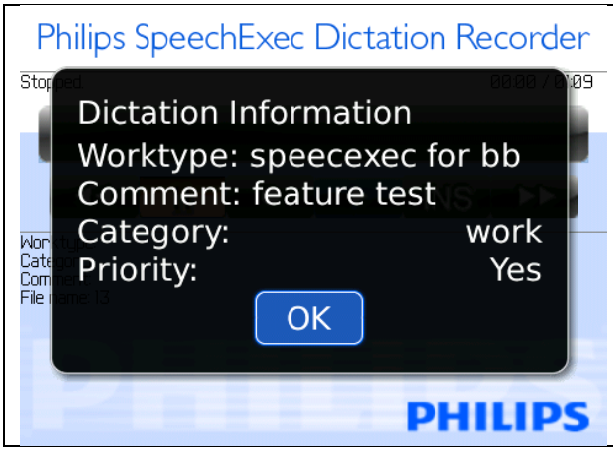
4 Application

Please note: Make sure that the key tones of your BlackBerry® are switched off before you start your first dictation. Otherwise they might disturb your recording!

4.1 Recording a Dictation

	Open the Philips Recorder from the Downloads folder.
	As shown in the picture, the record button appears blue, active. Now press the pause button by using the trackball or space key to start recording.

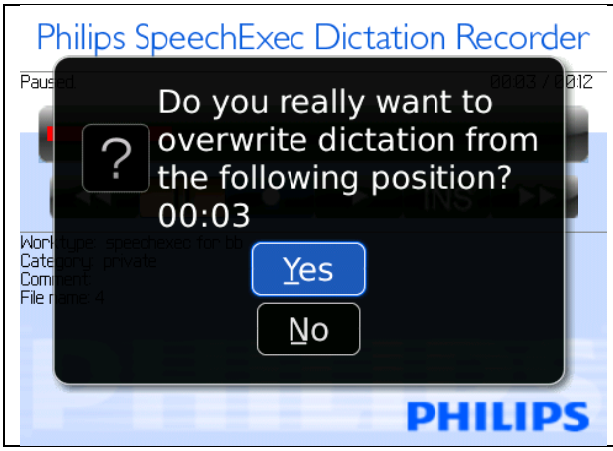
	The recording has started. The status of your dictation has changed. The dictation meter is active. Now record a test dictation, e. g. „Test 1 2 3 4 5 „. Press pause again to interrupt the recording.
	Rewind to the beginning of the dictation by holding the trackball on RWD or by holding the C key. Release the button at the beginning of the dictation. Philips Recorder automatically switches to play mode and you will listen to your recording.
	The play mode is marked by the status bar and a **white** dictation bar, indicating your current dictation position. In play mode you can navigate through your dictation or change it.
	After the recording, you finish the dictation by choosing **EOL** in the Philips Recorder menu.



Philips Recorder will prompt, if you would like to add further **Dictation Information**. You may add information and then confirm with **OK**.

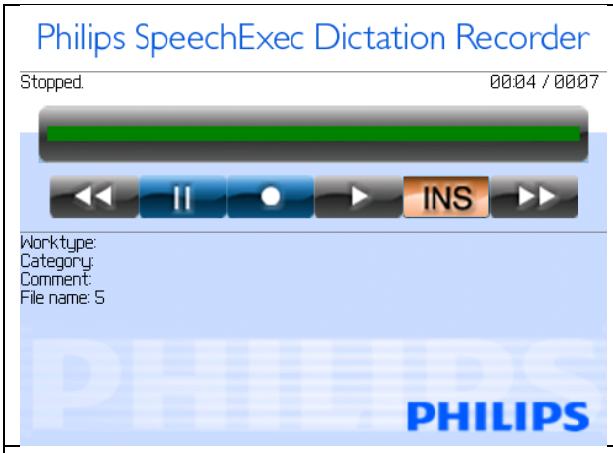
After confirming, a new dictation is automatically created to ensure a flowing dictation process.

4.2 Overwriting



Record another test dictation. Rewind to a random passage.
Press **Pause** and then **Record** to leave the play mode.
Release **Pause**. Philips Recorder will prompt whether you really want to overwrite from this position. Confirm with **Yes** and continue recording.

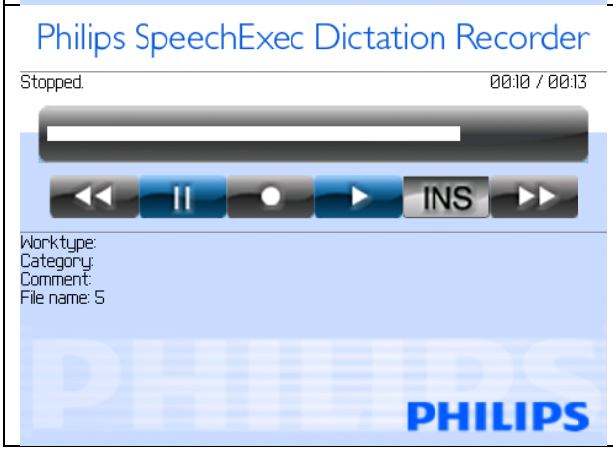
4.3 Inserting Text Passages



If you would like to insert a forgotten text passage, instead of overwriting a paragraph, then go back to the corresponding position and press pause.

Press the **Insert** button. The dictation bar will now appear **green**, to indicate insert mode.

Start recording by pressing the **space key** and dictate the text you would like to insert.

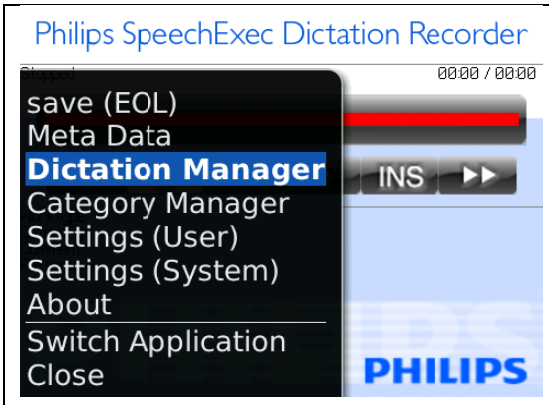
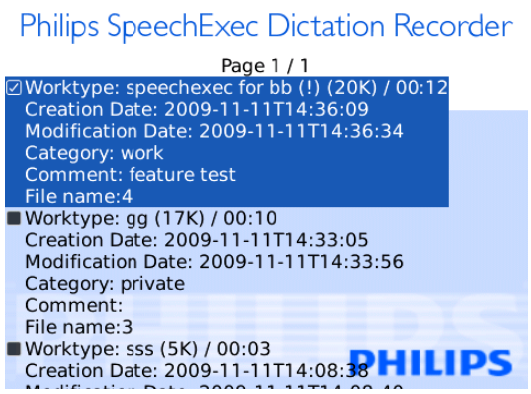
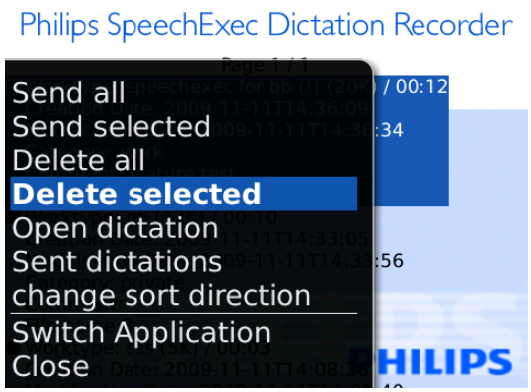


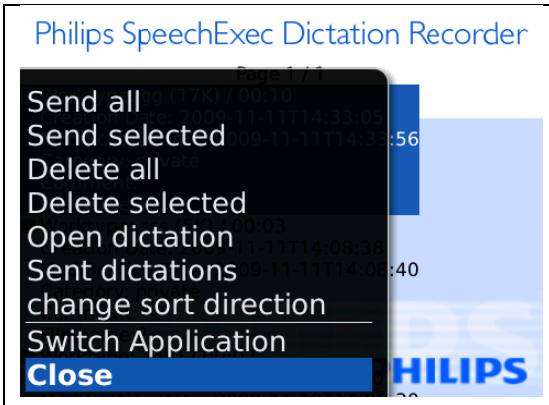
To end the insert mode, press **Pause** again and then select **INS**. The dictation bar appears white again and stops at the end of the inserted passage.

Note: If the insert button cannot be activated, please check if the insert mode has been deactivated.

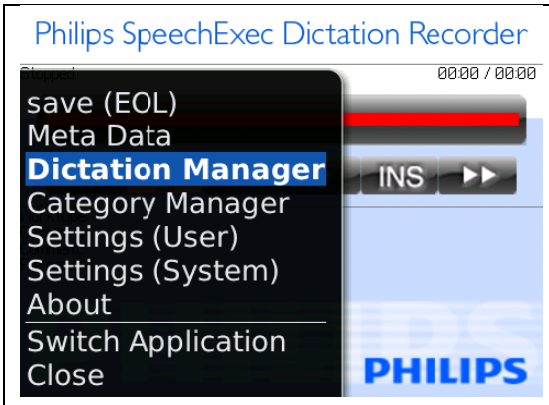
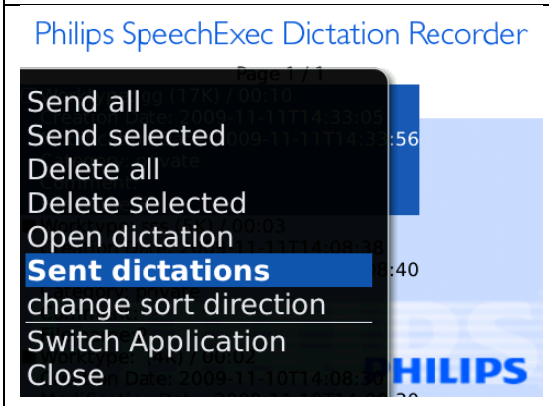
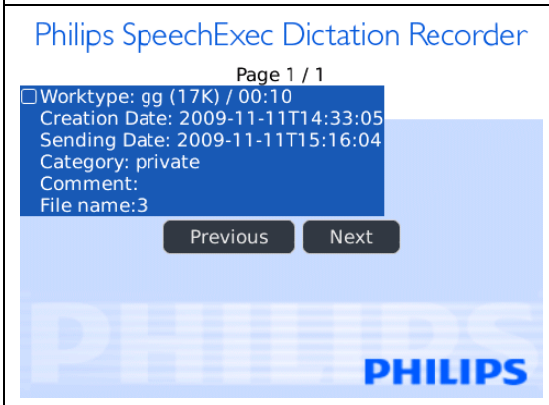
Note: Due to technical reasons, you can only fast backward/forward and play within the partial text that is going to be inserted.

4.4 Delete Dictations

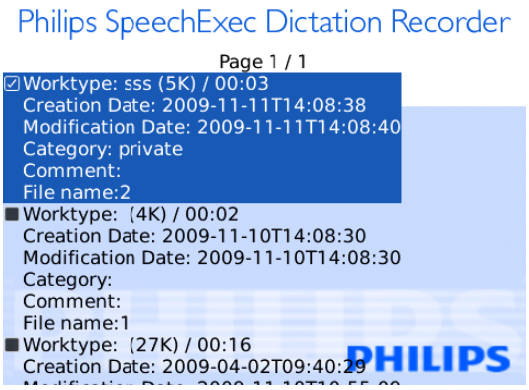
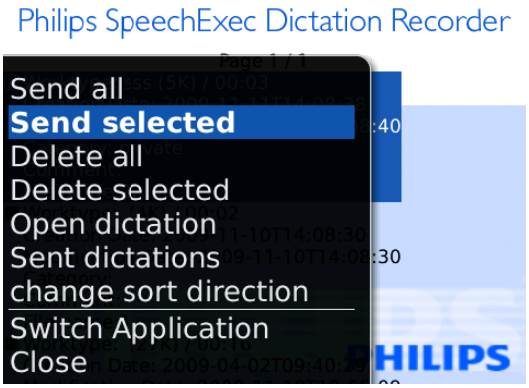
	To delete a dictation you have to enter the Philips Recorder menu and select **Dictation Manager**. You will find a list of all your dictations.
	Choose a dictation by selecting it.
	Now press the **BlackBerry® button** and choose the option **Delete selected**.
	Confirm the process with **Delete**.

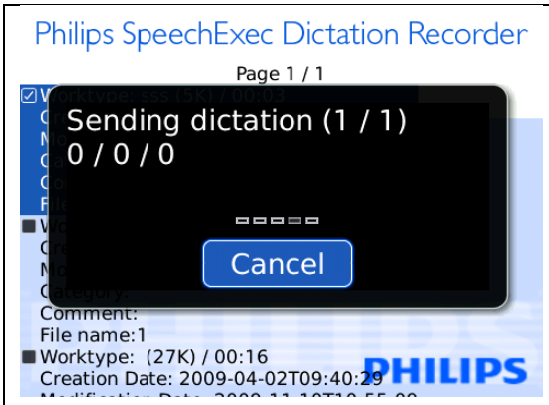
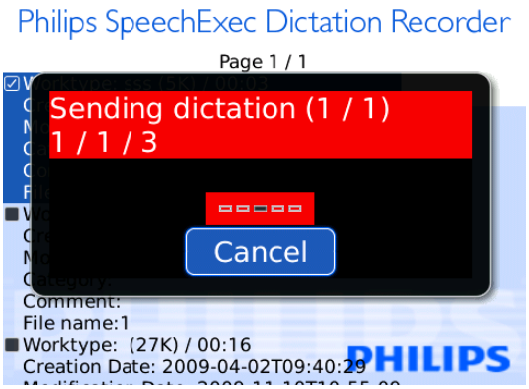
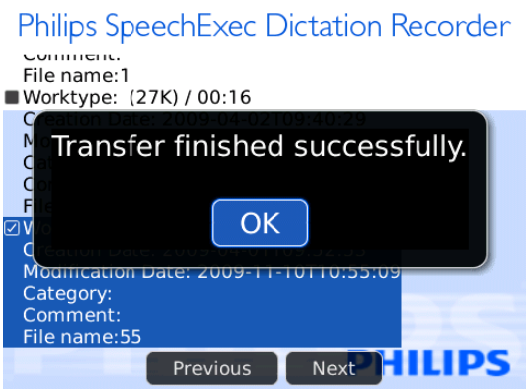
	Leave the Dictation Manager by pressing the **BlackBerry® button** and **Close**.

4.5 BackUp Directory

	Open the **Dictation Manager**.
	Choose **Sent dictations**.
	You will see a list of all dictations you have sent. These dictations will be deleted after the defined time period.
	If you press the BlackBerry® button, you will see the backup menu. You might either **delete all/selected** dictations directly or **restore selected** dictations. By restoring dictations you enable them to be edited.

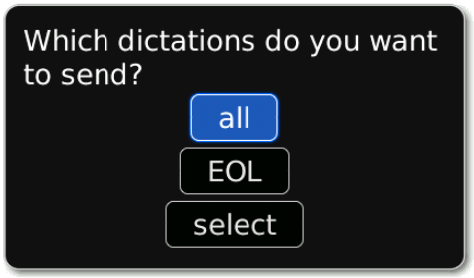
4.6 Send Dictations

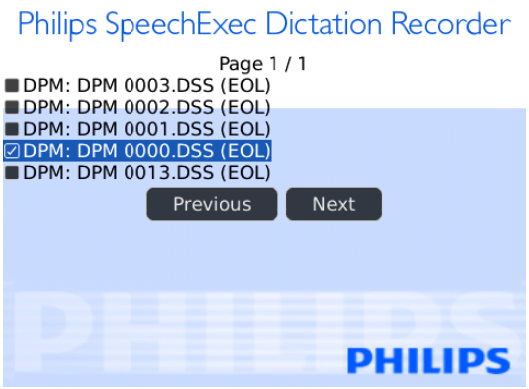
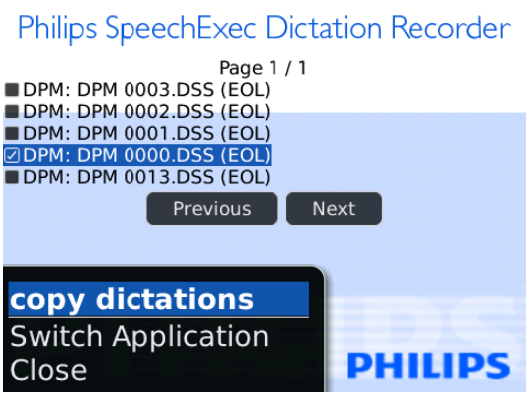
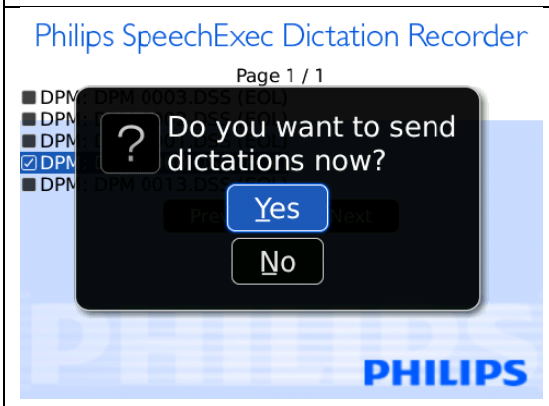
	After recording a dictation you will be prompted to send the dictation now. If you answer with **Yes**, you will be forwarded to the dictation list.
	Select the dictations that should be sent.
	Press the **BlackBerry® button** and choose **Send selected**. Dictations can also be sent by changing **Send directly** to **Yes** within the **System Settings**.

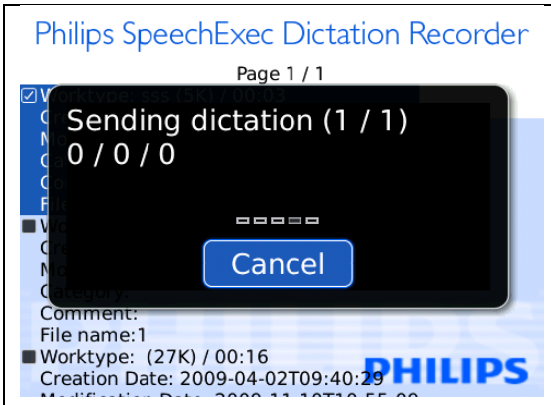
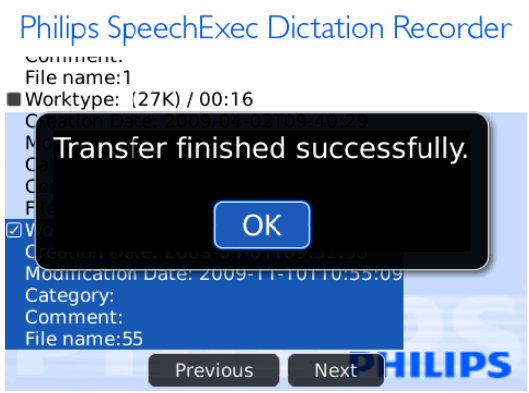
	While the dictations are being sent you will receive extensive information about the transmission status. For example, sending dictation (3/10) – The third of altogether 10 dictations is being sent
	The following line contains information about the transmission status of the current dictation. For example, 3/10/2 means the following: 3 – The third dictation is currently being sent 10 – The tenth data package of the third dictation is currently being sent 2 – The first attempt to send the dictation was not successful and therefore the system is trying to send it again (here for the second time) Whenever a problem occurs during the transmission of a dictation, the window will be red. Transmission problems might, for example, occur on a train or if the BlackBerry® device needs too much time to connect to the Internet. As Philips Recorder normally tries to resolve connection problems automatically, this is just a hint.
	If the Transmission is marked as **Transfer finished successfully**, the dictation has been sent.

5 Send Dictations via DPM

5.1 Dictation Selection

	By using Philips Recorder it is possible to send previously recorded dictations from your external memory card. As your Philips dictation device uses SD memory cards you should use a micro memory card with SD adapter. Insert a memory card into your **BlackBerry®** device and start **Philips Recorder**.
	Confirm the sending of the dictations on your memory card with **Yes**. A menu bar appears and you can decide which dictations should be sent.
	To send all dictations at once select **all**.

	Select **EOL**, if you would like to send dictations that have been completed and marked by using the EOL (End of Letter) option. To send selected dictations use **select** dictations.
	A list will open that shows the dictations on the memory card and you can choose which one you would like to send.
	Confirm the selection by choosing **copy dictations**.
	

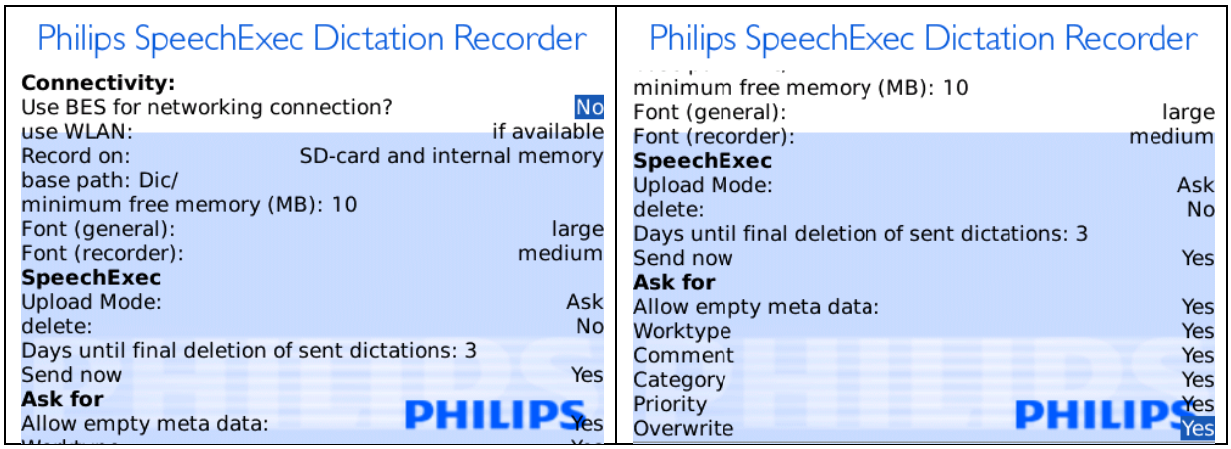
	A window appears on your screen showing **Sending dictation**.
	You will be informed that the **Transfer finished successfully** and the dictations will appear in the dictation manager.

6 BlackBerry® Settings

With the settings (system) and (user) you can customize the Philips Recorder according to your needs.

6.1 Settings (System)

The system settings can be opened by pressing the menu button of the BlackBerry® in the Philips Recorder application. Here you will set up essential parameters for the use of Philips Recorder.

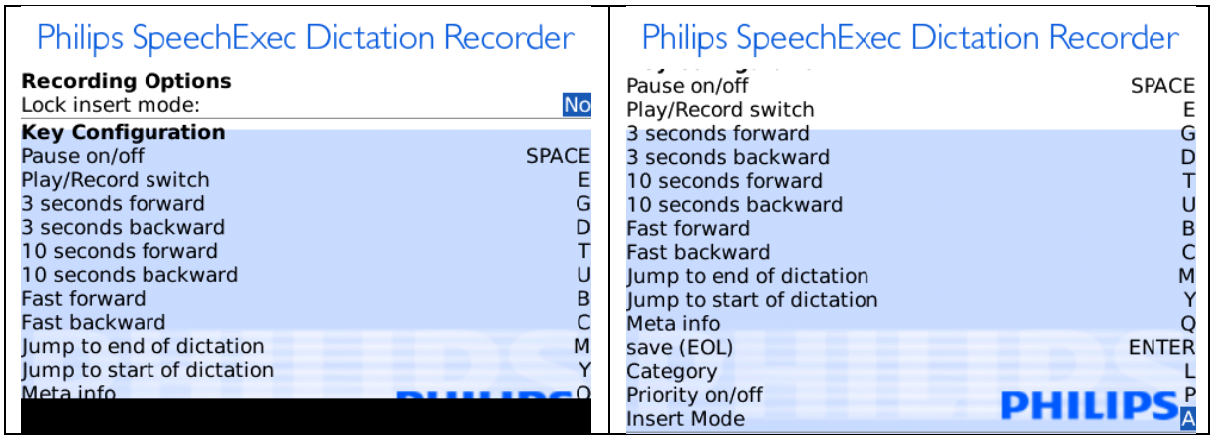


BES for network connection	If you own a BlackBerry® Enterprise Server and use APN blackberry.net for the data transfer, choose Yes. If you use another APN and therefore BIS (BlackBerry® Internet Services), select No
WLAN	Here you can setup whether you want to use WLAN always, never, or only if available.
Save data on	Defines where to save the dictations: Memory Card – saves dictations only on the memory card Internal Memory – saves dictations only on the internal memory Mixed Mode – saves dictations on the memory card but uses the internal memory if there is no memory card available. The next time a memory card is inserted the dictations will be transferred.
Basic path	Defines the memory directory of Philips Recorder data.
Minimal free memory	Defines the size of space left for other applications on the memory card and the internal memory.
Font (general)	Font size for the system and dictation management.
Font (player)	Font size for the recorder interface.
Upload-Modus	Here you can configure your dictation upload of DPM dictation devices. As a standard feature DSS and DS2 (DSS Pro) files can be processed: • EOL – Transfer dictations that were finished using EOL • All – Transfer all dictations automatically • Prompt – Choose dictations Note: Dictations will be buffered in the internal memory. If you use an older device you might have to split a dictation and transfer the parts.
Delete	Decide, if the successfully transmitted dictations should be deleted from the memory card of your dictation device.
Days prior to final deletion	Dictations will be filed in the folder "sent dictations". This option states how many days the dictations will remain in this archive folder until they get finally deleted. Please note that if you use the internal memory this time period should not be too long and three days are usually sufficient.
Send directly	If dictations were finished using EOL you will be prompted to "Send dictations now?". In this case dictations will be sent immediately.

Philips Recorder offers the opportunity for obligatory prompts of certain parameters, which can be used to classify your dictations and also to backup crucial actions. This way you can choose which of these parameters should be prompted mandatorily and which are not.

6.2 Settings (User) - Key Assignment

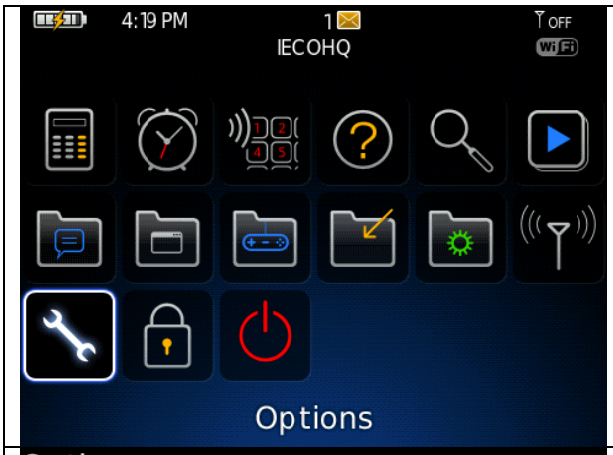
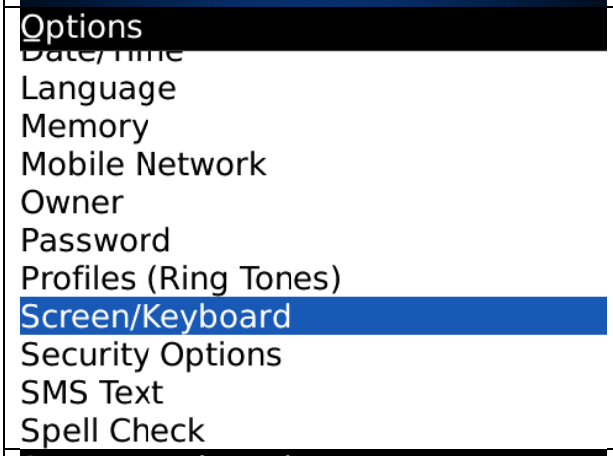
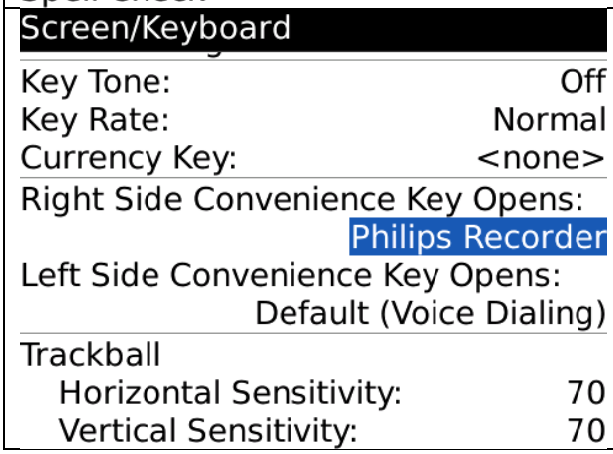
Here you can setup the key assignment.



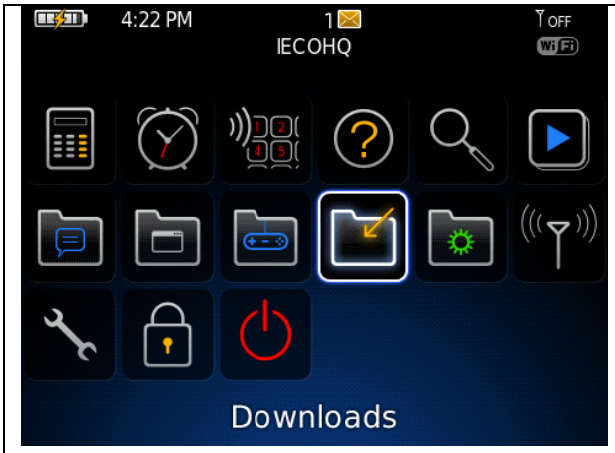
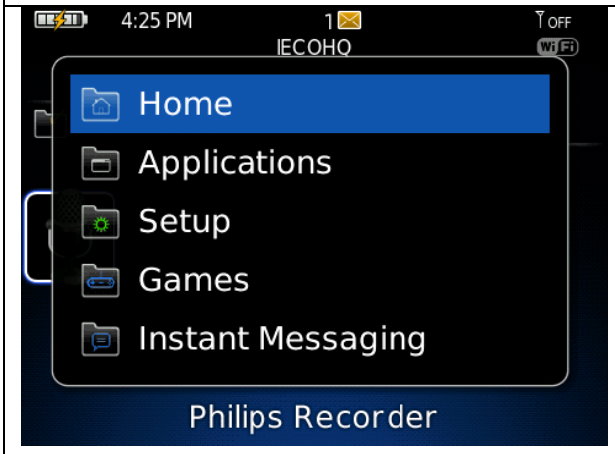
With the help of the option “Lock insert mode” you are able to completely deactivate the “Insert Mode”. This makes sense if that key is often pressed unintentionally.

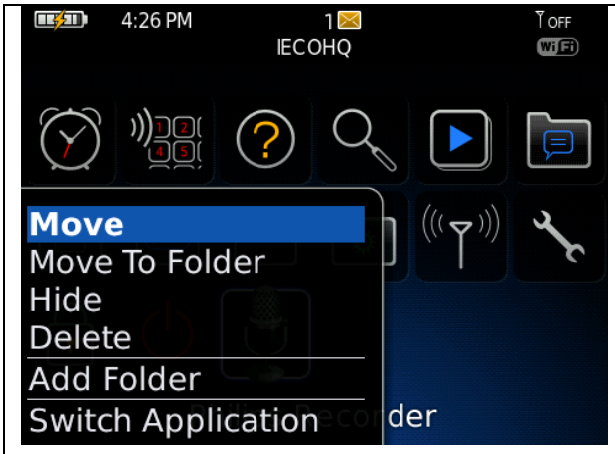
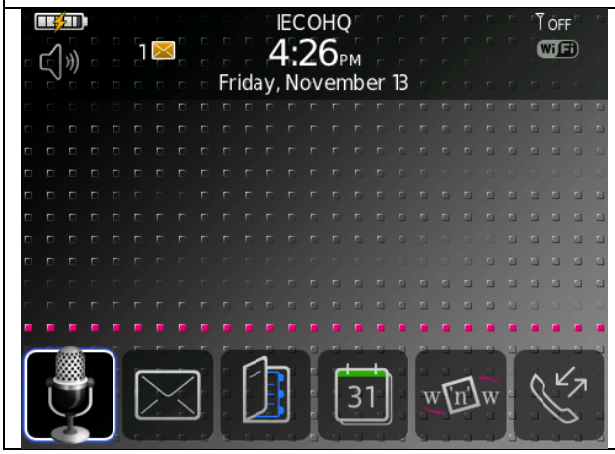
7 Useful BlackBerry® Tips

7.1 Start Philips Recorder faster with the Camera Quick-Button

	Select **Options** from the main menu.
	Select **Screen/Keyboard**.
	Scroll to the bottom until you reach **Right Side Convenience Key Opens:**. If you use the standard settings, you will find the camera icon there. Change to **Philips Recorder**. Afterwards, Philips Recorder can be opened by using this button.

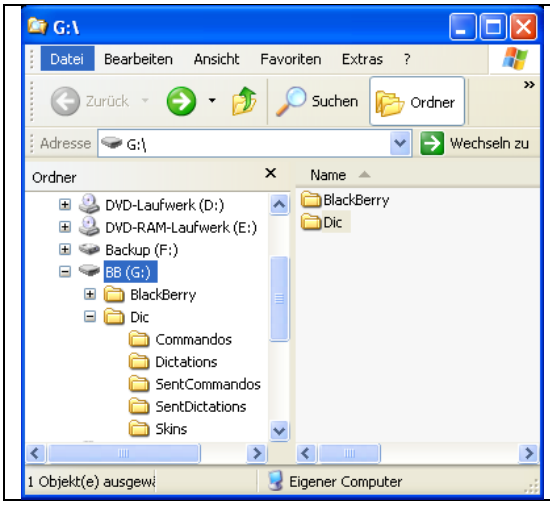
7.2 Dictation Recorder Icon on the Opening Screen

	Open the folder **Downloads**, mark the Philips Recorder application (microphone) and select **Move To Folder** by using the BlackBerry® button.
	Select **Home**
	Return to the main menu and mark **Philips Recorder**.

		Press the BlackBerry® button again and select **Move**.
		Now you can move the application to your preferred location on the main menu. To show the application in the QuickStart bar, the icon needs to be moved to the first row (among the first six icons)
		Confirm the correct position by using the trackball. If you leave the main menu, you will find the Philips Recorder application in the QuickStart bar.

8 Troubleshooting

8.1 Where to Save What? – The Directory Structure

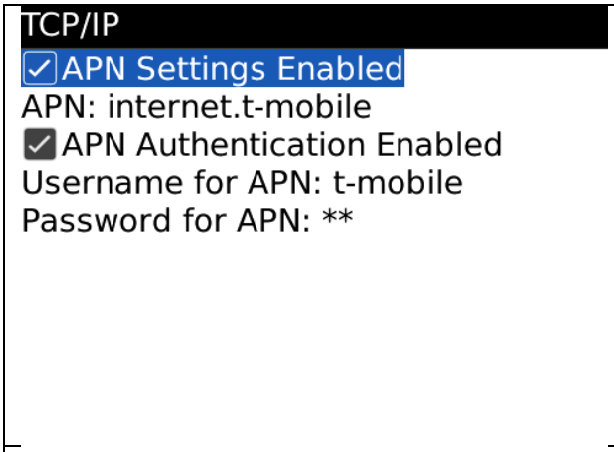
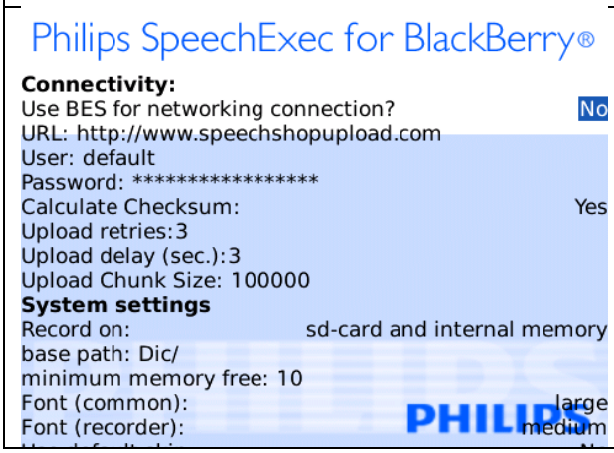


The following directories will be created on the memory card in the root directory:

Dic
|-- Commandos: Folder for commands (only needed from version 1.5 on)
|-- Dictations: Folder for completed dictations
|-- SentCommandos: Folder for sent commands(only needed form version 1.5 on)
|-- SentDictations: Folder for already sent dictations(backup folder)
|-- Skins: Folder for individual skins or buttons

8.2 Tunnel Error while sending Dictations

If during the transfer "Tunnel Error" appears, there might be several reasons:

	Incorrect APN settings: • Open **Options** (wrench) • Select **Advanced Options** • Select **TCP/IP** • Fill in the APN data (APN, user name and password) given to you by your provider. • Try to send again.
	BES or BIS mode: • If the new APN settings were not successful, you can switch between BES and BIS mode in the Philips Recorder system settings. Normally the BES mode is only necessary if an enterprise or professional server is used, i.e. in larger company networks. No data option: • Make sure, your BlackBerry® is activated for data transmission.

8.3 Keys cannot be used

If the application does not start correctly or if the keys or buttons cannot be used, this could mean missing permissions:

- Enter the BlackBerry® option menu (wrench)
- Select "Advanced Options"
- Select "Applications"
- Select "Philips Recorder"
- Select the menu button
- Select "Edit Permissions"
- Change "Connection, Interaction, and User name" to "Allow"

8.4 BlackBerry® Storm

If you use the BlackBerry® Storm, please install the Philips SpeechExec Dictation Recorder version for the Storm device. If you would like to use the standard Philips Recorder version, proceed as follows:

- Enter the BlackBerry® option menu (wrench)
- Select "Advanced Options"
- Select "Applications"
- Mark Philips Recorder but do not open the application!
- Push the menu button
- Select „Disable Compatibility Mode"

Specifications are subject to change without notice.
Author: Frank Krystek
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